North Carolina Immunization Registry (NCIR)

Managing Clinicians and Physicians

User Guide

Last Updated: March 22, 2022
Overview
What is the North Carolina Immunization Registry (NCIR)?

The **North Carolina Immunization Registry (NCIR)** is a secure, web-based clinical tool which is the official source for North Carolina immunization information. Immunization providers may access all recorded immunizations administered in North Carolina, regardless of where the immunizations were given.

The purpose of NCIR is:

- To give patients, parents, health care providers, schools and child-care facilities timely access to complete, accurate and relevant immunization data;
- To assist in the evaluation of a child's immunization status and identify children who need (or are past due for) immunizations;
- To assist communities in assessing their immunization coverage and identifying areas of under-immunization.

Now, let's get started!
Managing Clinicians
Managing Clinicians

• Clinician information is used to indicate the individuals who ordered and administered an immunization (i.e. **Ordering Authority** and **Administered By**).

• Clinician information is required when documenting new immunizations.
Steps for Adding a Clinician
Step 1 of 4: Navigate to Manage Clinicians

Select **Manage Clinicians** from the menu on the left-side panel.
Select **Add Clinician**.
Step 3 of 4: Enter Role and Credentials

Select a **Role** and **Credentials**

- **Clinician**: An individual who physically immunizes clients (their name will be an option in the ‘Administered By’ pick list when documenting a new immunization)

- **Ordering Authority** is a MD, DO, PA, NP who signs standing orders for patients to receive vaccines (their name will be an option in the ‘Ordering Authority’ pick list when documenting a new immunization)

- **Ordering Authority/Clinician** is an individual with both of the above roles (their name will be an option in both pick lists when documenting a new immunization)
Step 3 of 4: Enter Role and Credentials

Select a **Role** and **Credentials**

**‘Clinician’ credentials**

Clinicians can be anyone in the organization who physically gives shots.

**‘Ordering Authority’ and ‘Clinician / Ordering Authority’ credentials**

An Ordering Authority is an individual who is licensed by the state of North Carolina to authorize the giving of immunizations to a client.
Step 4 of 4: Add the Clinician

Fill out all required information. Be certain to move your site to “Selected Sites.” Then click Save.
Steps for Editing a Clinician
Step 1 of 3: Navigate to Manage Clinicians

Select **Manage Clinicians** from the menu on the left-side panel.
Step 2 of 3: Find the Clinician

Click on the blue, underlined name of the clinician you want to edit.

![Clinician List](Image)

<table>
<thead>
<tr>
<th>Clinician Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>FakeClinician_ FirstName</td>
<td>Ordering Authority / Clinician</td>
</tr>
<tr>
<td>Newest_ Staff</td>
<td>Ordering Authority / Clinician</td>
</tr>
<tr>
<td>Test_ Authority S</td>
<td>Ordering Authority / Clinician</td>
</tr>
<tr>
<td>Test_ Clinician</td>
<td>Clinician</td>
</tr>
</tbody>
</table>
Update the information and click **Save**.
Managing Physicians
Physician information is used to associate a client with a Primary Care Provider (PCP).

Anyone in an administrator role can link a client to a primary care physician from the Edit Client screen in that client’s record.

In the request reminder (reminder/recall) function, a report can be run to target clients from one specific physician to contact for follow up.
Steps for Adding Physicians
Select **Manage Physicians** from the menu on the left-side panel.
Select **Add Physician**
Complete the identifying information

**Add Physician**

- Prefix/Title
- First Name
- Middle Name
- Last Name
- Suffix
- Street Address
- Other Address
- City
- State: NC
- Zip
- P.O. Box
- Email

*Fields marked with an asterisk * are required.*
Step 4 of 4: Save

Click Save.
Steps for Editing a Physician
Step 1 of 4: Navigate to Manage Physicians

Select **Manage Physicians** from the menu on the left-side panel.
Click on the physician’s name.
Step 3 of 4: Edit the Physician's Information

Make all changes.
Click **Save**.
Where to Go for More Help?
Questions?

Contact your Regional Immunization Program Consultant (RIC)
The RIC Coverage Map with contact information is located on the Immunization Branch website:
https://www.immunize.nc.gov/contacts.htm

NC Vaccines Help Desk
1-877-873-6247
(Monday – Friday 7:00 AM – 7:00 PM ET and Saturday 8:00 AM – 4:00 PM ET)
https://ncgov.servicenowservices.com/csm_vaccine